

## Natomas Unified School District Approval for College Course Work

All bargaining unit members wanting to receive unit credit for advancement on the salary schedule must have an approved District Growth Plan.

Unit credit will be allowed for any course, lower, upper division, or graduate level that meets the approved goals on your approved District Growth Plan.

Classes, workshops, etc. must be selected that are likely to contribute to competence, performance, or effectiveness in a subject or area of specialization that the credential holder teaches or reasonably expects to teach.

- To be sure the course work you wish to take is applicable toward salary schedule credit, please complete this form. Have your site administrator approve the course work, sign the form. The administrator should submit the form to the Human Resources Department **before** you register for the courses.
- District Policy requires all course work taken for salary schedule credit purposes be at accredited colleges and have prior approval of the site administrator.
- Once courses are completed, official transcripts must be submitted to the Human Resources Department.

**College/University Credit:** Salary Schedule credit is based on semester units. Quarter units will be converted to semester units. One quarter unit = 1/2 of a semester unit.

**Continuing Education Units:** The district may approve Continuing Education Units (CEU). Conversion of CEU units is the same as conversion of quarter units. One CEU=1/2 of a semester unit.

**District Inservice Workshops:** Salary Credit for District In Service Workshops is automatically approved. Credit will be given upon completion of workshop and receipt of District Professional Growth Card. One unit of credit on the salary schedule is given for each 15 hours of participation, i.e., each hour is equivalent to 1/15 of a unit.

- In accordance with the above provisions, please indicate on the table below the courses you plan to take.
- Do not list courses already taken on this form, the form will be returned to you without approval.
- Present the form to your administrator for an approval signature and submission to the Human Resources Department.
- Once courses are completed, you must submit official transcripts to the Human Resources Department.

College or University	Course #	Title of Course	Semester/Quarter/ CEU	Date Classes Begin

If more lines are needed please attach another form

Name \_\_\_\_\_ School \_\_\_\_\_ Grade/Subject \_\_\_\_\_

Current School Year \_\_\_\_\_ Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_ Date Received \_\_\_\_\_

- *If you plan to move across the salary schedule for the next school year, you must submit an "Anticipated Change of Placement Form" to the Human Resources Department no later than June 1st, of the current school year.*
- *The final date to submit written evidence for a change in classification on the salary schedule is October 1st. Written evidence shall consist of an official transcript with the school seal or for District-level courses, and a copy of the signed District Professional Growth card.*
- Once Human Resources has processed your units a posting receipt indicating your updated tally and salary schedule placement will be returned to you.